

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Understand Legal Terminology

Course Code: 034205

CIP Code: 52.0101

COURSE INTRODUCTION:

A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of US law, legal terminology and documentation, legal research, legal software application, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics. May include preparation for individuals to serve as court reporters, captioners, and scopists. Instruction may include machine shorthand theory used in court reporting and broadcast captioning, and computer-assisted translation (CAT) software.

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UNIT DESCRIPTION:		SUGGESTED UNIT TIMELINE: 350 min.					
Students will understand legal terminology.		CLASS PERIOD (min.): 90					
ESSENTIAL QUESTIONS:							
1. What words are used in today’s legal field?							
ESSENTIAL MEASURABLE LEARNING OBJECTIVES		CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
			NBEA	PS	CCSS	OTHER	DOK
1. Interpret terms in relation to courts and legal systems			BL.I.B.2.1 BL.I.B.3.1-2,8		RST.11-12.4 L.11-12.2b		2
2. Interpret terms in relation to general legal terminology			BL.I.A.1.1-3 BL.I.A.3.4		RST.11-12.4 L.11-12.2b		2
3. Interpret terms in relation to litigation			BL.I.D.2.1 BL.I.D.3.1,8		RST.11-12.4 L.11-12.2b		2
4. Interpret terms in relation to civil actions			BL.I.E.1.1 BL.I.E.2.1-3		RST.11-12.4 L.11-12.2b		2
5. Interpret terms in relation to criminal law			BL.I.E.1.2 BL.I.E.2.1-3		RST.11-12.4 L.11-12.2b		2
6. Interpret terms in relation to probate--wills and estates			BL.A.3.1-4 BL.A.4.1-2		RST.11-12.4 L.11-12.2b		2
7. Interpret terms in relation to real property			BL.V.B.3.1-5 BL.V.4.1-8		RST.11-12.4 L.11-12.2b		2
8. Interpret terms in relation to contracts and leases			BL.II.A.1.1-2 BL.II.A.3.1,3,5,11		RST.11-12.4 L.11-12.2b		2
9. Interpret terms in relation to domestic relations			BL.IX.A.1.1-2 BL.IX.A.2.1 BL.IX.A.3.1-4		RST.11-12.4 L.11-12.2b		2

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		BL.IX.A.4.3 BL.IX.B.2.1-2 BL.IX.B.3.1-3			
10. Interpret terms in relation to commercial paper		BL. VI. A.3.1-4 BL. VI. 4.1-2		RST.11-12.4 L.11-12.2b	2
11. Interpret terms in relation to bankruptcy		BL.VI.D.3.1-5 BL.VI.D.4.1		RST.11-12.4 L.11-12.2b	2
13. Interpret terms in relation to partnerships and corporations		ENTRE.VIII.A.1.1 ENTRE.VIII.A.2.1 ENTRE.VIII.A.2.3		RST.11-12.4 L.11-12.2b	2
ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)					
*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above (i.e., Grade Level/Course Title/Course Code, Unit #.)					
Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)				
1-13	1. Self guided study of legal terms and definitions.				
1-13	2. Self guided keyboarding of legal terms as words, in sentences and from dictation.				
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)				
1-13	1. Students will study a set of terms and definitions and then take a self evaluation to check understanding.				
1-13	2. Students will utilize a word processing program to key legal terminology to enforce spelling and recognition.				
UNIT RESOURCES: (include internet addresses for linking)					
Roderick-Bolton, Wanda. (2004). Legal Studies: Terminology and Transcription. (5E). Naples, Florida: Cengage.					
Brown, Gordon W. (2008) Legal Terminology. (5 th ed.). Saddle River, New Jersey: Pearson Prentice Hall.					